

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position:</b> Budget Officer  <b>Series/Grade:</b> GS-560-15	<b>Announcement No:</b> ETA-03-175
	<b>Opening Date:</b> December 22, 2003
	<b>Closing Date:</b> January 9, 2004
<b>Salary Range:</b> \$95,987 - \$124,783 (includes locality pay of 12.74%)	<b>Number of Vacancies:</b> One
	<b>Bargaining Unit:</b> Outside
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Division of Budget	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No - Permanent
	<b>Part-time Position:</b> No – Permanent
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> Status Candidates Government Wide Within the Local Commuting Area and *ICTAP Eligibles Within the Local Commuting Area.

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities (within the area of consideration), such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Division of Budget. The Division of Budget is responsible for providing leadership, direction, and performance in the formulation, presentation, and execution of the budget for ETA.</p> <p>Incumbent serves as the principal advisor to the Comptroller, the Administrator, Office of Financial and Administrative Services and other officials of the Employment and Training Administration (ETA) on budget management. The incumbent's primary responsibilities will include the following;</p> <p>Directs a review and analysis of proposed programs to determine their conformance with ETA policies and to advise on their financial and administrative implications.</p> <p>Provides leadership on planning and providing the coordination and integration of the plan for formulation and justification of the total budget for ETA.</p> <p>Briefs witnesses and directs the preparation of supportive documentation for the Department, OMB and Congressional Appropriations Committee hearings.</p> <p>Directs the execution and administration of the entire ETA budget, including the development of apportionments, allotments and agency limitations; the development of financial operating plans, forecasting needs through an operating year, the transfer of funds to other Agencies, and the maintenance of appropriate controls of salaries and expenses funds.</p> <p>Directs the design and operation of financial management control and reporting systems to ensure effective and proper utilization of ETA funds.</p> <p>Directs the development of programs of programs and systems to allocate employment and training resources under formula either embodied in the substantive legislation or administratively derived.</p>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

To be eligible, applicants must have at least one (1) year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities, such as managing and directing complex budget formulation and execution, to perform successfully the duties of the position. **Specialized experience must have been equivalent to GS-14 in the Federal Service.**

**Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.**

\*ICTAP (Interagency Career Transition Assistance Program candidates): Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least A Good on evaluation factors designed as High (H).

**CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

**METHOD OF EVALUATION**

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated "well qualified". Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

**EVALUATION FACTORS:** It is **highly recommended**, but not required, that all candidates address and submit the evaluation factors on a separate sheet of paper. To be considered Highly Qualified (HQ), applicants need to receive a rating of "High" (H) in all factors listed below designated (H). For ICTAP eligibles to be considered well qualified, they must receive a rating of "High" (H) in factors 1, 2, 3 & 4 and a rating of Medium (M) in factor 5. **Failure to address these evaluation factors may impact your final rating and/or ranking.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Thorough knowledge of and experience in the Federal government budget formulation and budget execution process including laws, regulations, and OMB circulars governing budgeting and appropriation of Federal funds. **(H)**
2. Experience in developing annual operating plans and in analyzing, monitoring and reporting of financial and program status for a large, complex agency or equivalent organization. **(H)**
3. Demonstrated expert knowledge of the Congressional budget process: i.e. Appropriation and Budget Committee duties and functions and Congressional Budget rules. **(H)**
4. Demonstrated skill in communicating information, ideas and advice in a clear, concise and logical manner, both orally and in writing to make presentations to high level executives and prepare budget reports. **(H)**
5. Demonstrated ability to work effectively with high-level officials within an agency, other Federal, State and local government organizations, the employment and training community and Congress. **(H) (M) for ICTAP Candidates**

## HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

### The following material is required if checked:

- ☒ -- Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action (Required for all current or former federal applicants).
- ☐ -- College transcript (Required if qualifying based solely on education or a combination of education and experience).
- ☐ -- Other:
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

### Mail your application to, or secure forms or information from:

U.S. Department of Labor  
Employment and Training Administration  
Office of Human Resources  
200 Constitution Avenue, NW, Room N-4656  
Washington, DC 20210

#### Attn: Shelley DeCrane

Commercial: (202) 693-3922  
Fax: (202) 693-3734  
TTY: (202) 593-3924

**The area of consideration for this position has been limited to Status Candidates Government Wide Within the Local Commuting Area and \*ICTAP Eligibles Within the Local Commuting Area.**

**An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources by the closing date of this announcement.**

## ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
  - If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
  - Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
  - Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.
- Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.



# U.S. DEPARTMENT OF LABOR

## APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072

FORM

APPROVED (Exp. 4-30-2002)

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including

minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPM, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

### PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked A Yes@ above, is your disability one of the targeted disabilities

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American --- A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Other Pacific Islander
- ☐ White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobline
- ☐ 11. Other